

**Arizona State Historic Preservation Office (SHPO)  
National Register Registration Form 10-900 Checklist**

National Register Nomination (NRN) property/resource:

Person preparing NRN:

Contact information for NRN preparer:

This form allows the preparer to easily evaluate whether their NRN packet is complete by checking each major item that SHPO staff will be evaluating. Preparer should not submit the NRN packet unless they have self-checked each applicable item. Incomplete NRN packets will be returned to the preparer. Page numbers reference the publication *How to Complete the National Register Registration Form* available at the SHPO website or [www.cr.nps.gov/nr/publications/bulletins.htm](http://www.cr.nps.gov/nr/publications/bulletins.htm).

SHPO	PREPARER	NRN ITEM
<b>National Register of Historic Places Registration Form</b>		
		<b>Two</b> printed copies of completed National Register of Historic Places Registration Form NPS Form 10-900 (Expires 5/31/2012).
		<b>One</b> labeled disc of completed NPS Form 10-900 in Word format.
<b>Additional Documentation (pages 60-65)</b>		
		Continuation Sheets using proper format only if applicable (i.e. figures).
		<b>Two</b> USGS quad maps labeled in pencil with an arrow marking location of property.
		<b>Two</b> Sketch maps for Historic Districts.
		<b>Two</b> site plans of the property, including:
		1. Photo references keyed to the plan
		2. North arrow
		3. Major streets and landmarks
		4. Outline of all buildings and other features included in the property count
		5. All resource counts in the registration form and on maps agree
<b>Photographs (National Register Photo Policy)</b>		
		<b>Two</b> sets of TIFF photos, labeled in <b>pencil</b> , 4x6 size, 300 dpi.
		<b>One</b> archival disc containing only TIFF photos using the standard naming format.
		<b>No</b> photos embedded in the narrative portion of the NRN.
		<b>No</b> figures embedded in the narrative portion of the NRN. List figures separate.
<b>Section 7 (pages 24-34)</b>		
		Summary paragraph
		Narrative description of property
		Evaluation of integrity
<b>Section 8 (pages 35-51)</b>		
		Summary paragraph, including applicable Criteria and Level of Significance
		Criteria Considerations and how they are met (if applicable).
		Narrative statement of Significance
<b>Section 9 (pages 52-53)</b>		
		Bibliography
<b>Section 10 (pages 54-58)</b>		
		UTM references
		Verbal boundary description
		Boundary justification

**NOTE:** **Two** final copies of the NRN (with revisions) will be required after the *Historic Sites Review Committee (HSRC)* has reviewed the NRN and provided comments and recommendations.

Should you have questions regarding this form or nominations in general, please contact Vivia Strang, National Register Coordinator, at [vstrang@azstateparks.gov](mailto:vstrang@azstateparks.gov) or 602.542.4662.